



Career Connections

Resumé Template

STUDENT HANDOUT

Dawn Mission
2012 Vesta Way
Main Asteroid Belt, SS 072015

Objective: *Include a one-line statement that captures a guiding career objective. This becomes the focus for the rest of the resumé.*

Education: *Include names and locations of schools, degrees earned, dates of completion, and specific related coursework. Include high school through graduate school.*

Professional Development: *Indicate any additional job-related training and/or presentations given along with dates.*

Related Work Experience: *Include names of companies/organizations, titles of positions held, dates employed, and a brief description of job duties and accomplishments. Work experience may be paid or volunteer. (Remember to use action verbs in the job descriptions.) Try to highlight different skills and job responsibilities for each. Be sure that work experience follows a logical progression of a scientist's or engineer's career path.*

Other Employment: *Any work experience that may not be considered related but would give a prospective employer a sense of the breadth of your experience. Include names of companies/organizations, titles of positions held, dates employed, and a brief description of job duties and accomplishments. Work experience may be paid or volunteer. (Remember to use action verbs in the job descriptions.)*

Interests and Skills: *Note any interests or skills that are worth highlighting.*